

May 15, 2002

**MEMORANDUM**

**TO:** William H. Leighty, Governor's Chief of Staff

**FROM:** Sandra D. Bowen

**RE:** Clarification -- Leave and Severance Policies for "At Will" Employees

This memorandum clarifies the policy related to leave and severance benefits for "at will" employees and other positions appointed by the Governor. Additional information is highlighted below.

For those state employees appointed by the Governor and serving at his pleasure, I recommend the following leave and severance pay policies for your approval:

**Executive Leave Policy**

Cabinet Secretaries	30 business days per calendar year for all purposes, non-accruing
Deputy Secretaries	30 business days per calendar year for all purposes, non-accruing
Agency Heads	30 business days per calendar year for all purposes, non-accruing
Chief Deputies in agencies	25 business days per calendar year for all purposes, non-accruing
Confidential/Policy Assistants	25 business days per calendar year for all purposes, non-accruing
Administrative/support staff*	25 business days per calendar year for all purposes, non-accruing

\*Includes Governor's Office and Cabinet Offices only

These employees are required to certify annually, in writing, that they did not exceed the established limits of this leave policy. The annual certifications will be kept by the Division of Support Services to be available for review by the Auditor of Public Accounts. This policy does not apply to employees in the accrual leave system.

The family, personal and sick leave benefits available to eligible employees participating in the Virginia Sickness and Disability Act, pursuant to § 51.1-1100 Code of Virginia, shall be in addition to the leave specified above.

#### Executive Severance Policy

Cabinet Secretaries	1 month salary
Deputy Secretaries	1 month salary
Agency Heads	1 month salary
Chief Deputies in agencies	1 month salary
Confidential/Policy Assistants	1 month salary
Administrative/Support Staff*	1 month salary

\*Includes Governor's Office and Cabinet Offices only

The Governor's Chief of Staff must approve any and all exceptions. This policy does not apply to employees in the accrual leave system. Individuals who have served in eligible positions for less than one year will not receive severance pay.